

ANNEXURE A

**SERVICE DELIVERY AND BUDGET
IMPLEMENTATION PLAN
2009/2010**

1. Introduction

All municipalities are required in terms of the Municipal Finance Management Act to prepare the Service Delivery and Budget Implementation Plan. The SDBIP is intended to give effect to the Integrated Development Plan and the budget.

1.1 Legislative Framework

- ✓ The Municipal Systems Act 32 of 2000 requires all municipalities to adopt an Integrated Development Plan that identifies developmental priorities and align municipal resources and capacity with the implementation plan. The Integrated Development Plan among other things captures the vision, strategic objectives, key performance indicators, strategies and the financial plan.
- ✓ The Municipal Finance Management Act no 56 of 2003 places an obligation on municipalities to prepare an annual budget which sets out indicative revenue per source and projected expenditure by vote.
- ✓ In terms of sec 53(1)(ii) and 69(3)(a) of the Municipal Finance Management Act no 56 of 2003, municipalities are required to prepare the Service Delivery and Budget Implementation Plan. The Act defines the plan as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of services and its annual budget, and which must indicate:
 - a) Projections for each month of –
 - i. Revenue to be collected, by source; and
 - ii. Operational and capital expenditure, by vote
 - b) Service delivery targets and performance indicators for each quarter;

- c) Any other matter that may be prescribed and includes any revisions of such plan by the mayor in terms of section 54(1) ©.

1.2 Overview

The Integrated Development Plan serves as a vital instrument to express the developmental objectives and priorities of the municipality. It identifies the strategic issues that need to be addressed by the municipality to fulfill the developmental mandate as pronounced in the constitution of the Republic of South Africa.

The Mpofana municipality's mission is to be a pro-active, democratic and accountable municipality committed to social and economic development, provision of efficient, affordable, sustainable and customer-oriented services to its community whilst striving to sustain financial viability. In trying to pursue this mission, the municipality has set itself a vision that integrate captures all the strategic intent aimed at achieving the aspirations of its community ; "By the year 2020, Mpofana will be a sustainable, socially, and economically developed municipality, that encourages community participation and whose residents live in a safe and healthy environment. Mpofana will, in addition have substantially increased its district's gross geographic product whilst so having realized substantially decreased its share of poverty related indices."

2. Background to the Budget Preparation Process

Mpofana municipality has prepared its budget in accordance with the provisions of chapter 4 of the Municipal Finance Management Act 56 of 2003. The budget focuses on priorities identified in the Integrated Development Plan. It therefore gives effect to strategic priorities of the municipality. The powers and functions assigned to the municipality serve as a guide in the process of developing the municipal budget.

The schedule of key deadlines was tabled on 29 September following the adoption by council of the draft IDP review. The tabling of the Draft budget at Council on the 30 March 2008 was followed by extensive publication of the budget, inviting comments from all municipal stakeholders. Various public and community consultative meetings were scheduled to receive representations and submissions from ward committees, residents, community organizations, organized business and other stakeholder formations. The first phase of the community participation process which involved ward committees, commenced in October 2008 culminating to the approval of the budget in May 2009.

Monthly Projections of Revenue by Source

Monthly Projections of Revenue by Source	Jul	Aug	Sept	Oct	Nov	Dec
Property Rates	601087	601087	601087	601087	601087	601087
Penalties Raised – Outstanding Rates	78229	78229	78229	78229	78229	78229
Electricity – Service Charges - Pre-payments	1412843 329829	1412843 329829	1412843 329829	1412843 329829	1412843 329829	1412843 329829
Refuse Service Charges	76831	76831	76831	76831	76831	76831
Rentals Municipal Houses and Equipment	14418	14418	14418	14418	14418	14418
Interest Earned – External Investment	11214	11214	11214	11214	11214	11214
Interest Earned – Outstanding Debtors	358333	358333	358333	358333	358333	358333
Traffic and other Fines	429506	429506	429506	429506	429506	429506
Licenses and Permits	29393	29393	29393	29393	29393	29393
Income Agency Services – Water and Sanitation	-	-	-	-	-	-
Operating Grants and Subsidies	5460835	1705332	1705332		4368668	
Other Income	68645	68645	68645	68645	68645	68645

	JANUARY	FEB	MARCH	APRIL	MAY	JUNE
Property Rates	601087	601087	601087	601087	601087	601087
Penalties Raised – Outstanding Rates	78229	78229	78229	78229	78229	78229
Electricity – Service Charges - Pre-payments	1412843 329829	1412843 329829	1412843 329829	1412843 329829	1412843 329829	1412843 329829
Refuse Service Charges	76831	76831	76831	76831	76831	76831
Rentals Municipal Houses and Equipment	14418	14418	14418	14418	14418	14418
Interest Earned – External Investment	11214	11214	11214	11214	11214	11214
Interest Earned – Outstanding Debtors	358333	358333	358333	358333	358333	358333
Traffic and other Fines	429506	429506	429506	429506	429506	429506
Licenses and Permits	29393	29393	29393	29393	29393	29393
Income Agency Services – Water and Sanitation	-	-	-	-	-	-
Operating Grants and Subsidies	1705332		3276501			
Other Income	68645	68645	68645	68645	68645	68645

Monthly Projections of Revenue and Expenditure by Vote

Expenditure and Revenue by Vote	July			August			September		
	Opex R'000	Capex R'000	Rev	Opex R'000	Capex R'000	Rev	Opex R'000	Capex R'000	Rev
Vote: General Council Municipal Manager	279221		34250	279221	5220	34250	279221		34250
Department: Corporate Services	80975			80975			80975		
Vote: Corporate Serv	515862	48333	1857	515862	48333	1857	515862	48333	1857
Vote: Town Hall :	50941		22612	50941		22612	50941		22612
Traffic and Law Enforcement	173610		429506	173610		429506	173610		429506
Testing Ground	52845		84489	52845		84489	52845		84489
Vehicle Licensing	34150		29392	34150		29392	34150		29392
Estates	116		1620	116		1620	116		1620
Department: Social Services									
Vote: Social Services	119390	10000		119390	10000		119390	10000	20000
Vote: Hostels, Housing & Staff Housing	57047		53585	57047		53585	57047		53585
: Library Services	31580			31580			31580		
LED	34027			34027			34027		
Town Planning& Dev	47573		8333	47573		8333	47573		8333
Public Health	1128			1128			1128		
Health Clinics	182052		366667	182052			182052		
Museums	8825		13667	8825			8825		
Youth Centre	78253		29166	78253			78253		29166
Department: Technical Services									
Vote: Electricity Reticulation	14657344	1000000	1862081	14657344		1862081	14657344		1862081
: Roads and Storm Water	158579	530750	530750	158579	530750	530750	158579	530750	530750

Cemetery&Cremetoria	1667		4533	1667		4533	1667		4533
Engineering/Workshop									
Electricity Admin	60160			60160			60160		
Refuse Dump Site	136299			136299			136299		
Refuse Removal	95843		34359	95843		34359	95843	1200000	34359
Parks & Gardens	77562			77562			77562		
Civil Services	16880		2757	16880		2757	16880		2757
Department: Finance									
Financial Services	678801		6775553	678801		1314718	678801		1314718

	October			November			December		
	Opex R'000	Capex R'000	Rev	Opex R'000	Capex R'000	Rev	Opex R'000	Capex R'000	Rev
Vote: General Council	279221		34250	279221		34250	279221		34250
Municipal Manager	80975			80975			80975		
Department: Corporate Services									
Vote: Corporate Serv	515862	48333	1857	515862	48333	1857	515862	48333	1857
Vote: Town Hall	50941		22612	50941		22612	50941		22612
Traffic and Law									
Enforcement	106706		429506	106706		429506	106706	7610	429506
Testing Ground	52845		84489	52845		84489	52845		84489
Vehicle Licensing	34150		29392	34150		29392	34150		29392
Estates	116		1620	116		1620	116		1620
Department: Social Services									
Vote: Social Services	119390	10000		119390	10000		119390	10000	
Vote: Hostels, Housing & Staff Housing	57047		53585	57047		53585	57047		53585
: Library Services	31580			31580			31580		
: LED	34027			34027			34027		
Town Planning& Dev	47573		8333	47573		8333	47573		8333

Public Health	1128			1128			1128		
Health Clinics	182052		366667	182052			182052		
Museums	8825		13667	8825		29166	8825		
Youth Centre	78253		29166	78253			78253		29166
<u>Department: Technical Services</u>									
Vote: Electricity									
Reticulation	14657344		1862081	14657344		1862081	14657344		1862081
: Roads and Storm	158579	1000000	530750	158579	530750	530750	158579	530750	530750
Water									
Cemetery&Cremetoria	1667		4533	1667		4533	1667		4533
Engineering/Workshop									
Electricity Admin	60160			60160			60160		
Refuse Dump Site	136299			136299			136299		
Refuse Removal	95843		34359	95843		34359	95843		34359
Parks & Gardens	77562			77562			77562		
Civil Services	16880		2757	16880		2757	16880		2757
<u>Department: Finance</u>									
Financial Services	678801		1314718	678801		5683386	678801		1314718

	January			February			March		
	Opex R'000	Capex R'000	Rev	Opex R'000	Capex R'000	Rev	Opex R'000	Capex R'000	Rev
Vote: General Council	279221		34250	279221		34250	279221		34250
Municipal Manager	80975			80975			80975		
Department: Corporate Services									
Vote: Corporate Serv	515862	48333	1857	515862	48333	1857	515862	48333	1857
Vote: Town Hall	50941		22612	50941		22612	50941		22612
Traffic and Law									
Enforcement	106706		429506	106706		429506	106706	7610	429506
Testing Ground	52845		84489	52845		84489	52845		84489
Vehicle Licensing	34150		29392	34150		29392	34150		29392
Estates	116		1620	116		1620	116		1620
Department: Social Services									
Vote: Social Services	119390	10000		119390	10000		119390	10000	
Vote: Hostels, Housing & Staff Housing	57047		53585	57047		53585	57047		53585
: Library Services	31580			31580			31580		
: LED	34027			34027			34027		
Town Planning& Dev	47573		8333	47573		8333	47573		8333
Public Health	1128			1128			1128		
Health Clinics	182052			182052			182052		
Museums	8825			8825			8825		
Youth Centre	78253		29166	78253		29166	78253		29166
Department: Technical Services									
Vote: Electricity									
Reticulation	14657344	1000000	1862081	14657344		1862081	14657344		1862081
Roads and Storm									

Water	158579	530750	530750	158579	530750	530750	158570	530750	530750
Cemetery&Cremetoria	1667		4533	1667		4533	1667		4533
Engineering/Workshop									
Electricity Admin	60160			60160			60160		
Refuse Dump Site	136299			136299			136299		
Refuse Removal	95843		34359	95843		34359	95843		34359
Parks & Gardens	77562			77562			77562		
Civil Services	16880		2757	16880		2757	16880		2757
Department: Finance									
Financial Services	678801		1314718	678801		1314718	678801		4591219

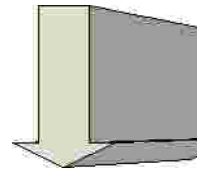
	April			May			June		
	Opex R'000	Capex R'000	Rev R'000	Opex R'000	Capex R'000	Rev R'000	Opex R'000	Capex R'000	Rev R'000
Vote: General Council	279221		34250	279221		34250	279221		34250
Municipal Manager	80975			80975			80975		
Department:									
<u>Corporate Services</u>									
Vote: Corporate Serv	515862	48333	1857	515862	48333	1857	515862	48333	1857
Vote: Town Hall	50941		22612	50941		22612	50941		22612
Traffic and Law									
Enforcement	106706		429506	106706		429506	106706		429506
Testing Ground	52845		84489	52845		84489	52845		84489
Vehicle Licensing	34150		29392	34150		29392	34150		29392
Estates	116		1620	116		1620	116		1620
<u>Department: Social Services</u>									
Vote: Social Services	119390	10000		119390	10000		119390	10000	
Vote: Hostels, Housing & Staff Housing	57047		53585	57047		53585	57047		53585
: Library Services	31580			31580			31580		
: LED	34027			34027			34027		
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Public Health	1128			1128			1128		
Health Clinics	182052			182052			182052		
Museums	8825		13667	8825			8825		
Youth Centre	78253		29166	78253		29166	78253		29166
<u>Department: Technical Services</u>									
Vote: Electricity									
Reticulation	14657344	1000000	1862081	14657344		1862081	14657344		1862081
:Roads and Storm									
Water	158579	530750	530750	158579	530750	530750	158579	530750	530750
Cemetery&Cremetoria	1667		4533	1667		4533	1667		4533
Engineering/Workshop									
Electricity Admin	60160			60160			60160		
Refuse Dump Site	136299			136299			136299		

Refuse Removal	95843		34359	95843		34359	95843		34359
Parks & Gardens	77562			77562			77562		
Civil Services	16880		2757	16880		2757	16880		2757
<u>Department: Finance</u>									
Financial Services	678801		1314718	678801		1314718	678801		1314718

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND OTHER PERFORMANCE INDICATORS

Vote/Indicator	Unit of measurement	Annual Target	Revised Target	Qtr Ending 30 Sept		Qtr Ending 31 Dec		Qtr Ending 30 March		Qtr Ending 30 June		Explanation of variance	Budget Source/Allocation
				Proj	Act	Proj	Act	Proj	Act	Proj	Act		
DEPARTMENT SOCIAL, ECONOMIC & PLANNING Vote: Environmental Management Development of the Environmental Management Framework	No of meetings EMF report(Rosetta) EMF report(Municipal Wide)	4		1		1		1		1			internal
Vote: Education Establishment of the FET college Establishment of ABET centre	No of liaising meetings with Dept of Education & Culture % of scholars having access to an improved facility	6		2		2		1		1			Department of Education
Vote: Town Planning • Implementation of the Land use Management System • Implement Spatial Development Frameworks (SDF) • Town Planning Policies, Procedures and Workflows in place	No of PSC meetings LUMS report Report on Development taking place within the SDF Assessment report on the planning policy environment Policies and	6 1 4 1 Depend		2 1 1		2 1		2 1 1		3 1 1			Internal

	procedures in place	on the assessm ent		2		2		1					
• Ongoing maintenance and update of cadastral data.	Report on the update of the cadastral data	4		1		1		1		1			
• co-ordinate street name programme(Bruntville).	No of public meetings Street names policy Street names in place	4 1		1		1 1		1		1			
Vote: Housing													
• Need assessment of middle and higher income housing	Business plan for funding Service provider appointed Feasibility study report	1				1							Internal
• Development of a Housing Need database by August 2009	No of people registered												
• Implementation of the Housing Sector Plan	No of urban housing projects initiated in line with the Housing Sector Plan	4		1		1		1		1			
	No of rural housing projects initiated.	4		1		1		1		1			



Vote: Addressing HIV & AIDS <ul style="list-style-type: none"> Implementation of the HIV strategy Establishment of Mpofana Hospice by May 2009 Establishment of an NIP Centre by December 2009 Training of Support groups 	No of programmes and/projects initiated addressing strategic issues.	4		1		1		1		1			Own Resources
	No of annual HIV and Aids events	4		1		1		1		1			
	Aids Council in place	4		1		1		1		1			
	No of meetings with stakeholders and minutes	4		1		1		1		1			
	Business plan for funding	1				1							
	Liaison meetings with stakeholders	4		1		1		1		1			
	Liaison meetings with the Departments of Social Welfare and Health	2		1		0		0		1			
	No of events held	4		1		1		1		1			
Vote: Mpofana Youth Advisory Centre <ul style="list-style-type: none"> Outreach Programmes Training and career counselling Develop and implement Youth Development 	Training workshops held	4		1		1		1		1			Umsobovu Fund
	No of Public meetings and workshops	12		3		3		3		3			
	Training workshops	8		2		2		2		2			
	Career exhibition	1						1					
	No of PSC meetings or stakeholder meetings	4		1		1		1		1			
	Youth Development	1						1					

Strategy.	Strategy in place												
Vote: Libraries <ul style="list-style-type: none"> Development of Policies and Procedures for the Library Upgrade of Bruntville and Mooi River libraries. Outreach Programmes 	<p>Report on identified policies/policy gaps for efficient and effective delivery of library services Policies in place as per the assessment report</p> <p>Repairs to building and fencing</p> <p>Public outreach workshops</p>	1		1									Own resources
		2				1				1			
Vote: LED & Tourism <ul style="list-style-type: none"> Implementation of the Mpofana Tourism Development Strategy Establishment of an Economic Development Forum Implementation of the LED strategy 	<p>No of projects in the strategy initiated.</p> <p>No of PSC and/ stakeholder meetings Appointed staff Identification of tenants Landscaping Information office in operation</p> <p>No of recommended projects initiated</p>	4		1		1		1		1			Own resources
		4		1		1		1		1			
		8		2		2		2		2			
		4		1		1		1		1			

<ul style="list-style-type: none"> Entrepreneurship Training 	No. of workshops for emerging & established entrepreneurs	4		1		1		1		1			
<ul style="list-style-type: none"> Develop and implement trading regulations /policy 	Trading regulations and policy in place	1				1							
<ul style="list-style-type: none"> attraction of potential investors 	Marketing Plan in place	1				1							
	No of Liaison meetings with TIKZN and other relevant stakeholders	4		1		1		1		1			
<ul style="list-style-type: none"> Identify and develop necessary infrastructure 	Infrastructure Development Plan in place	1				1							
<ul style="list-style-type: none"> review the LED strategy(internally) 	LED strategy	1											
<ul style="list-style-type: none"> Develop land acquisition plan for economic development through area based plans 	No of meetings with relevant stakeholders (Department of Land Affairs)	4		1		1		1		1			
<ul style="list-style-type: none"> Develop a Business Retention & Expansion Strategy (BR&E) 	No of projects initiated through the BR&E report	6		1		2		2		1			
	Economic Development Summit	1						1					

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Vote/Indicator	Unit of measurement	Annual Target	Revised Target	Qtr Ending 30 Sept		Qtr Ending 31 Dec		Qtr Ending 30 March		Qtr Ending 30 June		Explanation of variance	Budget Source/Allocation
				Proj	Act	Proj	Act	Proj	Act	Proj	Act		
DEPARTMENT: TECHNICAL SERVICES Vote: Roads and Drains 1. Roads Patching 2. Clear catch pits and manholes of silt and soil. 3. Gravel Roads Patching 4. Speed Humps 5. Develop business plan and identify funding source for all rural access roads 6. Street naming programme (Bruntville).	 Km's No of Drains Km's Km's No of Speed Humps No of MIG projects registered for access roads	 46 196 32.5 24 5 40		 12 49 8 8 2 10	 12 49 8 8 2 10	 12 49 8 8 1 10	 12 49 8 8 8 10	 12 49 8 0.5 10			Own resources		
Vote: Electricity 1. New Elec. Connections 2. maintenance of street lights(Bruntville, Mooi River and Rosetta)	No. Connections No. Substations	160 36		40 9	40 9	40 9	40 9						
Vote: Parks & Gardens 1. Grass Cutting (Pavements, verges, Sports fields, Community Centres and	Hectares	34.13ha		8.5	8.5	8.5	8.5					Own resources	

Public Areas) 2. Maintenance of municipal gardens. 3. Maintenance of sportsfields 4. Develop Bruntville botanical gardens 5. Combo Courts in Bruntville	Frequency	2 2 times/month(24) 1 1		0.5 6		0.5 6		0.5 6		0.5 6 1 1			DOH UMgungundlovu
Vote: Refuse Removal 1. Routine Maintenance: Bruntville, Townview, CBD and Suburbs Area 2. Refuse Site: Daily Maintenance	Frequency	2 collections /week/household(96)		24		24		24		24			Own resources

Vote/Indicator	Unit of measurement	Annual Target	Revised Target	Qtr Ending 30 Sept		Qtr Ending 31 Dec		Qtr Ending 30 March		Qtr Ending 30 June		Explanation of variance	Budget Allocation
				Proj	Act	Proj	Act	Proj	Act	Proj	Act		
DEPARTMENT: Corporate Services Vote: Human Resources <ul style="list-style-type: none">Develop and implement Human Resources Policies and Procedures.Develop training programmes/manualsDevelop a bursary scheme/policyDevelopment of Individual Performance Management SystemEstablish a Human Resources Development UnitDevelop a customer service programme	Assessment report HR policy environment No of Human Resources Policies Training programmes in operation Skills Development Plan in place and improved performance No. of employees on a study scheme. Individual Performance Management System in place HR Development unit in place. Customer satisfaction	1 1 1 3 1 1 1		1 1 1 1		 1 1		 1 					
Vote: Land & Buildings <ul style="list-style-type: none">Upgrade of the Old Clinic BuildingMaintenance and cleaning of buildings.Maintenance and acquisition of	Office space availability and utilization. Daily schedule	1				1							

<ul style="list-style-type: none"> furniture. Upgrade of existing kitchen and ablution facility for staff at main office. Conversion of existing kitchen to change room and upgrade of ablution facilities for employees. maintenance of community halls 	<p>Operation of new kitchen facility</p> <p>Availability and utilization of the change facility by employees.</p> <p>Maintenance schedule in place. well maintained community halls(Once/week)</p>	<p>1</p> <p>1</p> <p>4</p>				1								
<p>Democracy and Accountability</p> <ul style="list-style-type: none"> To review and adopt guidelines for the establishment of ward committees Revitalize ward committees Develop capacity building programmes for ward committees. Develop strategy for publications such as Mpofana drum to be self-sustainable Develop Internal publication 	<p>Draft policies for establishment and functioning of ward committees</p> <p>Existence of policies to sustain Committees Training programmes for Ward Committees in line with the framework</p> <p>Improved content and circulation to attract advertising etc.</p> <p>Internal publication on staff issues</p>	<p>1</p> <p>4</p> <p>1</p> <p>1</p> <p>1</p>		1	4									

<ul style="list-style-type: none"> Communication Strategy Continuous update of website Modernize and develop controls for the use of Notice boards 	<p>Improved public communication Updated website</p> <p>Erection of new notice boards at strategic public areas with lock-up facilities</p>	1											
		4		1		3							
Traffic and Law Enforcement													
<ul style="list-style-type: none"> Road markings and traffic signs 	Clear and visible road and traffic signage	4		1		1		1		1			

Vote/Indicator	Unit of measurement	Annual Target	Revised Target	Qtr Ending 30 Sept		Qtr Ending 31 Dec		Qtr Ending 30 March		Qtr Ending 30 June		Explanation of variance	Budget Allocation
				Proj	Act	Proj	Act	Proj	Act	Proj	Act		
DEPARTMENT:													
Financial Officer													
Vote: Financial Services													
Supply Chain Management													
Compile and Review Delegations	1	1		1									
Review the supply chain management policy	1	1		1									
Compile internal procedures and processes	1	1		1									
Compile the database list of service providers	1	1		1									
Establish good record	1	1		1									

keeping system for all municipal bids													
Local Gov Property Rates Act Review and Implement the rates policy Compilation of the supplementary valuation roll	1 1	1 Annual								1 1			
Revenue Management Credit control & debt collecting Reserves and Investments Cash flow Debtors reconciliation <ul style="list-style-type: none"> Improve collection rate up to 70% Reduce usage of overdraft facility by 50% Create cash reserves(5% of revenue collected contributed to be invested) 	% of current debt recovered % of income received contributed to reserves Liquidity Ratio reconciliation	Monthly Monthly Bi-Annual Monthly		75% 5% of income Received Ratio>1		75% 5% of income Received		75% 5% of income Received		75% 5% of income Received Ratio>1			

Vote: Expenditure Management Creditors paid on time Salaries & wages paid on time Insurance of assets & Liabilities Financial regulations review	Creditors reconciliation Payroll Premiums Regulations	Monthly Monthly Annual Annual		3 3 1		3 3		3 3		3 3			
Training of staff No of staff trained in financial management No of staff meeting competency levels	Training schedule survey	Annual		11									
DEPARTMENT: Chief Financial Officer Vote: financial Services Municipal Finance Management Act Monthly reporting to mayor (Se. 71) Quarterly reporting to council Annual details of bank account (Sec 9b) Quarterly reporting on withdrawals Mid yr Budget (Sec. 72) Annual reports (Sec.121) SDBIP's (Sec. 53) Bank reconciliation's Investments Investments policy	Monthly reports Quarterly reports Annual certificates Quarterly reports Budget reports Annual report Service Delivery Plans Reconciliation Bank	12 4 1 4 1 1 1 12 4		3 1 1 3 1		3 1 1 3 1		3 1 1 3 1		3 1 1 3 1			

	Certificates Policy Approved												
Multi –year budget													
Time schedule	Schedule of key deadlines	31/09/09		31/09/09									
Tabling of annual budget	Date tabled	31/03/10		31/03/10									
Approval of annual budget	Date approved	30/06/10		30/06/10									
Public meetings	No of meetings	8.00		4.00				4.00					
Balance budget	% of own revenue contributed to capital outlay	50% of raised Revenue		50% of raised Revenue									
Preparation of the Service Delivery and Budget Implementation Plan(SDBIP)	SDBIP	1		1									
Preparation of Financial statements	Date completed	31/07/09		31/07/09									
Trail balance preparation	Date	31/07/09		31/07/09									
Reconciliation with general ledger	completed	15/08/09		15/08/09									
Working papers for yr – end transactions	Date completed	15/08/09		15/08/09									
Accounting Policies i.r.o. statements	Date completed	15/08/09		15/08/09									
CFO reports on statements	completed	31/09/07		31/09/07									
Completed financial statements	Date completed	31/08/20		31/08/20									
Submission of AG & province	Date completed	31/08/25		31/08/25									

Budget Control Monthly reports to Departmental Managers i.r.o. I & E Adjustments budget Assets register Inventory control Updating of assets register Disposal of assets	Budget reports Revised budget Inventory lists Acquisition of assets Reports to Council	Monthly 31/01/10 quarterly quarterly		3.00 1 1		3 1 1		3 1 1		3 1 1			
Loans Register Payment of interest & redeem Reconciliation with general ledger	Cheque vouchers Reconciliation	Bi- annual Bi- annual				31/12/09 31/12/09							